

Cancellation with Reschedule

Subject: [Program Name] Cancelled & Reschedule Information

Dear [Recipient Name],

We regret to inform you that [Program Name] planned for [Date] has been cancelled due to [Reason].

However, we are pleased to offer a rescheduled date on [New Date]. Please confirm your availability to attend the rescheduled session.

Thank you for your understanding.

[Your Name]

[Designation]

[Organization Name]

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